

**ARBORETUM APPLICATION FORM**  
**FOR CERTIFICATION & RECERITFICATION**

A new application & fee are required when changing levels

Applicant: \_\_\_\_\_

(Official name of the arboretum)

Contact Person: \_\_\_\_\_

(Will this person be responsible for maintenance?)

Title: \_\_\_\_\_

Maintenance Contact: \_\_\_\_\_

(If different from initial contact person)

Address (of lead contact): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

County: \_\_\_\_\_

Circle the Level applying for:

1      2      3      4

Category applying for:

Demonstration/ Research \_\_\_\_\_

Nature Trail/ Garden \_\_\_\_\_

Number of Different  
Tree Species Labeled \_\_\_\_\_

For Arboreta Levels 3 & 4, please list the number  
of employees or volunteers available for special  
tours: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Required for Recertification**

Every 5 years a Tennessee certified arboretum must  
be recertified. This application must be completed for  
your recertification to occur, along with the following:

A brief narrative, two pages or less of your success  
stories and/or problems you have encountered, trees  
added, or lost, other news, most memorable visitor,  
since your last certification. Additional pictures are  
welcome but not required.

Your last certification was in the year \_\_\_\_\_

Would you like a new sign ?

yes \_\_\_\_\_ no \_\_\_\_\_

Fee Schedule (Certification & Re-certification)  
(Fees are good for five years & are NOT refundable)

\$100.00-Level I \_\_\_\_\_

\$200.00-Level II \_\_\_\_\_

\$300.00-Level III \_\_\_\_\_

\$400.00-Level IV \_\_\_\_\_

\$20.00 Sign Frame optional \_\_\_\_\_

\$22.00 Additional Sign \_\_\_\_\_

Total \_\_\_\_\_

Enclose check made payable to TUFC  
(Payment plans and some scholarships are available with  
explanation of financial needs.)

Please send the original and 4 copies  
by May 31 of each year to:

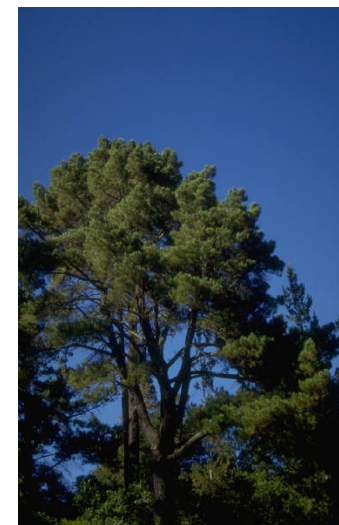
Tennessee Urban Forestry Council  
Arboretum Certification Program  
6820 Cloudland Drive  
Nashville, TN 37205  
615-352-8985



Supported by  
Tennessee Department of Agriculture (TDA)  
Division of Forestry



## Tennessee Arboretum Certification



The Tennessee Urban Forestry Council  
(TUFC), with support from the  
Tennessee Division of Forestry, Urban  
Forestry, and several State  
Organizations, has initiated efforts to  
certify Arboreta throughout the State of  
Tennessee. The purpose of the  
certification program is to set standards  
for what can be called an Arboretum for  
public educational purposes in  
Tennessee.

## ARBORETUM LEVEL REQUIREMENTS

(A tree is defined as a woody plant with single or multiple trunks capable of growing to a height of fifteen (15') feet or more.)

*Level 1* - 30 different species of trees must be labeled.

*Level 2* - 60 different species of trees must be labeled and a pamphlet **with a map showing the locations of the trees** must be available for self guided tours, **with TUFC logos**.

*Level 3* - 90 different species of trees must be labeled. A pamphlet **with a map showing the locations of the trees** must be available for self-guided tours, **with TUFC logos**. Part-time employees or volunteers must be available for special tours.

*Level 4* - 120 different species of trees must be labeled. A pamphlet **with a map showing the locations of the trees** must be available for self guided tours, **with TUFC logos**. Full-time employees or volunteers must be available for special tours. The arboretum must print a newsletter with at least two issues a year.

## GENERAL REQUIREMENTS

### **For the five year certification**

- The site **must** be open to the public.
- Management practices must be in place to protect trees from lawn mower and string trimmer damage. Protective measures include: employee training, mulching or herbicide treatment. **(Provide maintenance schedule with application)**
- Plant establishment should exemplify current standards of planting and protection methods.
- Tree labels must be of a type that will not cause damage to the tree. Labels should be mounted in the ground or attached to the tree via a screw or aluminum nail. (Note: nailing labels to trees is not acceptable.) All tree labels must be at a readable height. See Tree Labels: [www.tufc.com](http://www.tufc.com).
- Trees in the or along the arboretum must be inspected for potential hazards and steps taken to address those hazards.
- The sign designating this site as a Tennessee certified Arboretum must be maintained.
- All labels must have the common and botanical name.

## SUGGESTED CONTACTS FOR ASSISTANCE WITH ESTABLISHING AN ARBORETUM

- Tennessee Department of Agriculture, Division of Forestry, Urban Forestry (615) 837-5436
- University of Tennessee Extension Service
- Universities and Colleges with a Horticulture or Forestry Program
- Local **ISA Certified** Arborists or Urban Foresters
- Tennessee Urban Forestry Council (615) 352-8985 or [tufc@comcast.net](mailto:tufc@comcast.net)

## WHAT DO CERTIFIED ARBORETA RECEIVE?

- A listing on the Tennessee Urban Forestry Council's website ([www.tufc.com](http://www.tufc.com))
- An email copy of the TUFC's newsletter, *Branching Out*.
- A statewide and local news release will be issued announcing certification
- A Certification Sign that reads:  
*The Tennessee Urban Forestry Council has confirmed this site as a Certified Arboretum.*
- **Economic development points towards certification of the Governor's Three Star Program.**

This sign must be displayed at all times during the certification period of 5 years. *Should the sign be stolen or destroyed, it will be replaced at the Arboretum's expense. Additional signs and frames may be purchased.*

## APPLICATION REQUIREMENTS

1. A completed arboretum certification application form. A list of all the tree species that are to be labeled with both common and botanical names. For labeling, use *Manual of Woody Landscape Plants* by Michael Dirr (The trees must be labeled prior to the inspection of the arboretum, with all correct spellings.)
2. A 3 page or less description of the arboretum site. Include information about how and why the arboretum was started, explain who maintains the site and how, and describe what an arboretum visitor can expect.
3. Pictures of the arboretum site. (Please send

pictures that illustrate the uniqueness of the arboretum and include those that confirm the tree labels are installed.)

4. Include the map **and/or** pamphlet, **showing all tree locations**, for the self-guided tour with a Level 2, 3, or 4 application, and a copy of the newsletter for a Level 4 application.
5. A check or money order payable to the Tennessee Urban Forestry Council (see fee schedule). Fee is non-refundable.

Please submit the original and four complete copies of the application, tree list, pictures, narrative, etc. (The pictures may be photocopied in the copies.)

## ARBORETUM CATEGORIES

Category designations serve to differentiate the programming of the arboreta for the public's benefit.

### *Demonstration/ Research*

Arboreta in this category were designed to increase the visitor's knowledge of trees. These arboreta illustrate or explain tree related issues such as what species grow in the area, how to plant the right tree in the right spot, and how to identify trees.

### *Nature Trail/ Garden*

Arboreta in this category are designed to bring the public outdoors to enjoy the aesthetic benefits that nature provides. These arboreta usually are designed to educate the public about different tree species. Most arboreta in this category do not offer additional education besides tree identification.

*(In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.)*